



Policy: 4050
Procedure: 4050.08
Chapter: Secure Facilities
Rule: Family Day Visitation

Effective: 06/03/2006
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) recognizes that positive contact with parents, guardians, and other significant persons can greatly enhance a juvenile's successful transition from secure care back to the community. In order to facilitate juveniles' contact with significant persons ADJC establishes rules for bi-yearly Family Days.

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Rules:

1. **Scheduling and Preparation:**
 - a. **HOUSING UNIT MANAGERS** of each secure facility unit, with the exception of Reception, Assessment, and Classification (RAC) shall schedule a minimum of two Family Days each year:
 - i. The **HOUSING UNIT MANAGER OR DESIGNEE** shall schedule Family Days ninety days or more in advance:
 - (1) On Saturday or Sunday, provided there is no other Family Day already scheduled on that day; and
 - (2) From 12 noon to 3 p.m., or as determined by each secure facility Superintendent or designee.
 - ii. The **HOUSING UNIT MANAGER OR DESIGNEE** shall submit a Family Day Request/Approval Form 4050.08I to the Captain of Security, Superintendent, and Assistant Superintendent 90 days in advance of Family Day;
 - iii. **ALL DESIGNATED SIGNERS** shall sign the Family Day Request/Approval Form 4050.08I and the **SECURITY CAPTAIN** shall return it to the Unit Manager no later than 60 days from Family Day.
 - b. The day before Family Day the **HOUSING UNIT MANAGER OR DESIGNEE** shall check with maintenance to ensure that lawn sprinklers are turned off during Family Day.
2. **Visitor Approval:**
 - a. 60 days in advance of Family Day the **HOUSING UNIT MANAGER OR DESIGNEE** shall mail to each juvenile's family a:
 - i. Visitor Request Form 4050.08B; and
 - ii. Criminal History Information Request Form 4050.07E for each prospective visitor who is not on the juvenile's approved visitation list.
 - b. At least 30 days prior to Family Day the **JUVENILE'S FAMILY** shall:
 - i. Return the form(s) to the Housing Unit Manager or designee; or
 - ii. Call in the information to the Unit Manager or designee via the telephone.

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- c. At least 21 days prior to Family Day the **HOUSING UNIT MANAGER OR DESIGNEE** shall submit to the Security Captain:
 - i. The completed Family Day Visitation List Form 4050.08C; and
 - ii. All Criminal History Information Request Forms 4050.07E.
- d. The **SECURITY CAPTAIN** shall:
 - i. Forward all Criminal History Information Request Forms 4050.07E to the Arizona Criminal Justice Information System (ACJIS) operator; and
 - ii. Ensure processing, approval/denial in accordance with Procedure 4050.07 Visitation, Section 3 - Clearance Process for Other Visitors.
- e. If a juvenile is admitted to the unit after Family Day forms have been sent out, the **HOUSING UNIT MANAGER OR DESIGNEE** shall:
 - i. Contact family members by telephone;
 - ii. Immediately add all information to the Visitor Request Form 4050.08B, and Criminal History Information Request Form(s) 4050.07E;
 - iii. Send all family information forms the quickest way possible (mail, fax, e-mail);
 - iv. Submit supplementary Visitor Request Forms 4050.07B and Criminal History Information Request Forms 4050.07E to the Security Captain immediately upon their completion.

3. Posts and Staffing:

- a. On Family Day The **SECURITY OFFICER IN CHARGE** shall ensure the following employees are at the main gate 20 minutes before the beginning of Family Day:
 - i. Two security officers;
 - ii. The Security Officer In Charge;
 - iii. The Front Gate Officer;
 - iv. A K-9 Unit Officer (when available);
 - v. The YPS from the unit;
 - vi. A YPOIII from the unit.
- b. On Family Day the following **EMPLOYEES** shall remain in the assigned Family Day area for the entire event:
 - i. YPS;
 - ii. YPOIII;
 - iii. Three YCO I or II or any combination.

4. Restroom Access:

- a. The **SECURITY OFFICER IN CHARGE** shall:
 - i. Schedule predetermined restroom breaks for juveniles;
 - ii. Designate separate restroom areas for juveniles and visitors;
 - iii. Not allow juveniles to return to the unit during Family Day for any reason;

5. Completion and Clean-Up:

- a. The **HOUSING UNIT MANAGER OR DESIGNEE** shall:
 - i. Give all family day participants ten minutes at the end of the function to wrap up their visit;
 - ii. Ensure all juveniles remain in a designated area until security instructs them otherwise;
 - iii. Select five juveniles and one employee from a housing unit not participating in Family Day to act as the cleaning crew.
- b. The **OIC** shall ensure security officers:
 - i. Check all outgoing Family Day participants;
 - ii. Search all juveniles, including the cleaning crew prior to their return to the unit;
 - iii. Not allow juveniles to take any items, including food, back to any unit;

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- iv. Perform a head count of all juveniles before they are allowed to leave the Family Day area; and
- v. Return any mobile equipment including kitchen equipment by security truck.

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06/03/2006	Kellie M. Warren		